



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 22-35		
Business Title: Security Controls Technician		State Classification: Electronics Technician III
Salary Group: A19	Salary: \$5,417.00 (Month) \$65,004.00 (Year)	Hours/Week: 7:30 am – 4:30 pm, M-F
Location: 1711 San Jacinto Blvd., Austin, Texas 78711		
Posting Date: 12/03/2021	FLSA Status: Non-Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: n/a	Openings: 1
Division: Chief Operations		Program: FMO-Property Management Security

To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

- ◆ Must be able to work flexible hours during a legislative session and as needed.
- ◆ Must be able to take call on a rotating basis nights and weekends.

JOB SUMMARY:

Works under the direction of the Manager of Access Controls and Security Surveillance Service Group to provide Senior-level field service repair, installation, and/or maintenance of; Network server UPS's, switches, Access Control systems, Electronic locking door hardware, automated door/gate systems, and CCTV Systems.

ESSENTIAL FUNCTIONS:

- ◆ Supports the ICARE values of the organization: Integrity, Compassion, Accountability, Respect, and Excellence. Examples could be: Integrity-doing the right thing even when no one is looking, Compassion- treating each other like family, Accountability- doing what you say you will do, Respect- treat others how you wish to be treated, and Excellence-strive to achieve the best in all that you do. Provides excellent customer service to our customers and our team members. Must be open to sharing information and developing great working relationships with team members.
- ◆ Safely performs duties in accordance with the regulations of the National Electric Code (NEC)
- ◆ Provides professional communication and timely responses to building property managers concerns.
- ◆ Communicates thoroughly with property managers and other service lines about all installations, shutdowns, and repairs that will affect tenants or building operations.
- ◆ Troubleshoots, installs, inspects, and repairs electronic maglocks, badge readers, and other access control related equipment. Oversees the occasional installation or repair of related access control items by contractors.
- ◆ Monitors, troubleshoots, and manipulates computer software and hardware associated with various access control and camera systems. Includes basic network troubleshooting abilities.
- ◆ Troubleshoots, installs, inspects, and replaces cameras for CCTV systems. Oversees the occasional installation or repair of related CCTV items by contractors.
- ◆ Operates state owned motor vehicle in order to perform essential job functions. Maintains and submits monthly vehicle reports to direct supervisor. Ensures that vehicle is always clean and ready for visual inspection.
- ◆ Productivity-Maximizes use of time based on Work order System utilization. Checks Work order System at the beginning of each shift and throughout course of the workday. Triage work orders based on level of severity and actively pursues resolution. Logs labor and makes comments on work orders as applicable for each work order handled.
- ◆ Must be able to take call on a rotating basis nights and weekends.
- ◆ Performs other duties as assigned

MINIMUM QUALIFICATIONS:



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- ◆ Graduation from a standard senior high school or completion of GED.
- ◆ At least two (2) years of Vocational or technical training in electronics, electronic technology, or a related field. (OR)
- ◆ At least three (3) years of working experience in configuring, installing, troubleshooting, and maintaining electronic equipment, security/access control systems, and two (2) year experience of similar experience with CCTV systems.
- ◆ Education and experience may be substituted for one another on a year-for-year basis.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Considerable knowledge of electronics and electronic equipment and tools; and procedures for troubleshooting and maintaining electronic systems.
- ◆ Considerable knowledge of the rules and regulations of the National Electric Code.
- ◆ Considerable knowledge of CCTV systems.
- ◆ Considerable knowledge of security/access control systems.
- ◆ Considerable knowledge of the techniques used in the design of automated systems.
- ◆ Knowledge of safety precautions and procedures.
- ◆ Proficient skill in the use of tools.
- ◆ Proficient skill in coordinating and solving complex problems.
- ◆ Proficient skill in the use of personal computers and applicable programs, applications, and systems.
- ◆ Ability to analyze systems and procedures.
- ◆ Ability to interpret drawings, plans, and schematics; and to understand technical material.
- ◆ Ability to provide customer service.
- ◆ Ability to operate a motor vehicle.
- ◆ Ability to communicate effectively, both orally and in writing.

Registration, Certification or Licensure:

- ◆ Valid State of Texas Class "C" driver's license required.

Physical Requirements and/or Working Conditions:

This position requires the ability to stoop, bend, lift, and stand for prolonged periods of time. Must be able to move 55 lbs. and, occasionally, 100 lbs. of products and materials with assistance of equipment or others. Must be able to work outdoors and in various weather conditions. Must be able to navigate uneven terrain and at various heights using ladders and lifts.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

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Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 15Y AH-64D Armament/Electrical/Avionics Systems Repairer, 948B Electronic Systems Maintenance Warrant Officer (Warrant), AT Aviation Electronics Technician, 718X CWO-Electronics Technician, Surface (Warrant), ET Electronics Technician, C4I10 Command, Control, Communications, Computers and Information Technology (C4IT), 1142

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Central Services Building,
1711 San Jacinto, Austin, Texas 78711
Office 512-463-3433**



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Engineer Equipment Electrical Systems Technician, 5902 Electronics Maintenance Officer Aviation Command and Control (C2), 1A3X1 Airborne Mission Systems Specialist, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Maintenance.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 14969139

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